

Federal Procurement Data System-Next Generation (FPDS-NG) Quick Reference Guide Registration

REGISTRATION:

To register for FPDS-NG please use the link provided. <https://www.fpds.gov/>

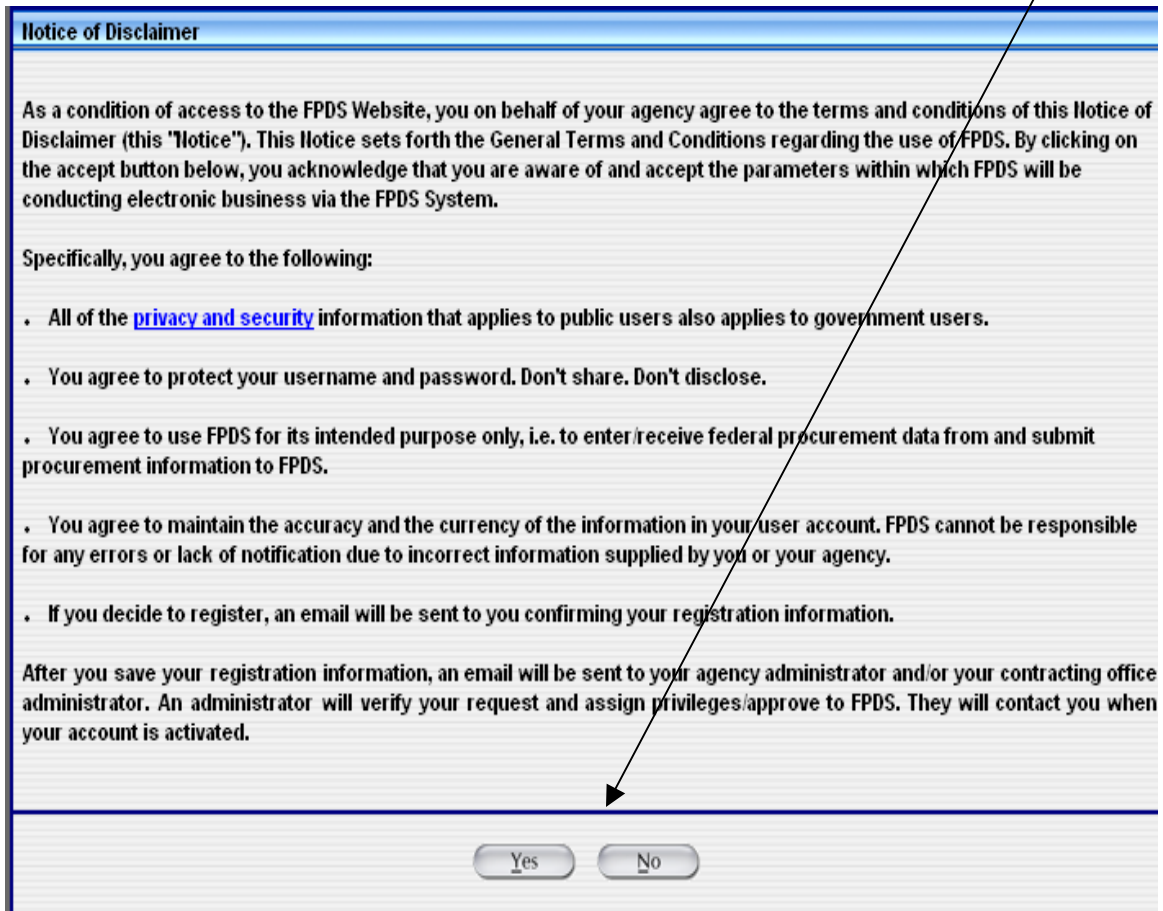
Click on **Register** in the bottom box to the left.

The screenshot shows the FPDS Next Generation homepage. At the top left is the FPDS Next Generation logo. At the top right are the GSA and egov logos. The page is divided into six main sections: Log In, General Info, Reports, Registration, Important Links, and CBT (Computer Based Training). The Registration section is highlighted with a blue border and contains the following links: Not Registered? [Register](#), [Who Should Register?](#), [Contact Help Desk](#), and [Security and Privacy](#). An arrow points from the text 'Click on Register in the bottom box to the left.' to the [Register](#) link in the Registration section.

You will then be prompted with the question below. If you are a government employee select **Yes**.

The screenshot shows a Confirmation dialog box with a blue header bar that says 'Confirmation'. The main text area contains the question: 'Are you a Government Employee and requesting access for official business' followed by a question mark icon. At the bottom of the dialog box are two buttons: 'Yes' and 'No'. An arrow points from the text 'If you are a government employee select Yes.' to the 'Yes' button.

You will get this Notice of Disclaimer. Please read the disclaimer and select **Yes** if you accept and **No** if you do not accept.



Notice of Disclaimer

As a condition of access to the FPDS Website, you on behalf of your agency agree to the terms and conditions of this Notice of Disclaimer (this "Notice"). This Notice sets forth the General Terms and Conditions regarding the use of FPDS. By clicking on the accept button below, you acknowledge that you are aware of and accept the parameters within which FPDS will be conducting electronic business via the FPDS System.

Specifically, you agree to the following:

- All of the [privacy and security](#) information that applies to public users also applies to government users.
- You agree to protect your username and password. Don't share. Don't disclose.
- You agree to use FPDS for its intended purpose only, i.e. to enter/receive federal procurement data from and submit procurement information to FPDS.
- You agree to maintain the accuracy and the currency of the information in your user account. FPDS cannot be responsible for any errors or lack of notification due to incorrect information supplied by you or your agency.
- If you decide to register, an email will be sent to you confirming your registration information.

After you save your registration information, an email will be sent to your agency administrator and/or your contracting office administrator. An administrator will verify your request and assign privileges/approve to FPDS. They will contact you when your account is activated.

Please fill out the **User Identification form** as shown below. When you are finished please click **Save**.

User Identification	
User ID: *	<input type="text"/> ex: yourname@youragency.gov
Password: *	<input type="password"/> Six characters or more
Confirm Password: *	<input type="password"/>
Is Logon User	<input type="checkbox"/>
Personal Information.	
First Name/Initial: *	<input type="text"/>
Middle Name/Initial:	<input type="text"/>
Family/Last Name: *	<input type="text"/>
Phone:	<input type="text"/>
Ext:	<input type="text"/>
Fax Number:	<input type="text"/>
Email: *	<input type="text"/>
Receive Email Notification:	<input checked="" type="checkbox"/>
Title:	<input type="text"/>
Agency ID: *	<input type="text"/> ...
Contracting Office ID:	<input type="text"/> ...
Rank ID:	<input type="text"/>
Routing Symbol:	<input type="text"/>
Room No:	<input type="text"/>
<div><input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/></div>	

Your registration is now complete.

You will receive an email from the FPDS-NG System Administrator with your user ID and Password.

If you have any questions concerning registration, please call Jessica Marshall with the Prism Support Team at 304-480-7040